

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, January 25, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Gran led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor Joshua Gran, Bob Burns, Paul Fisch, Bob Lemke, and DeWayne Schroeder. City staff present: City Clerk/Administrator Adam Swann, Administrative Coordinator Mike Gerardy, and City Accountant Stephanie Mann. Visitors present: Zach Olsen of the *Caledonia Argus* and Steven Peplinski.

AGENDA: Motion to approve by Member Fisch, second by Member Schroeder. All members voted in favor to approve the agenda, and the motion passed.

CONSENT AGENDA APPROVAL: Motion by Member Fisch and second by Member Schroeder to approve the consent agenda, which consisted of minutes from the January 11, 2016 regular meeting, January 19, 2016 special meeting, and January 20, 2016 special meeting.

VISITORS AND COMMUNICATIONS: Steven Peplinski spoke about properties he alleged were in violation of the City's zoning ordinance. Peplinski also spoke about the actions of the City's former city clerk/administrator, Ted Schoonover.

ADMINISTRATIVE COORDINATOR:

a. Water Supply Plan: Mike Gerardy asked Council to adopt a new water supply plan, as required by the Minnesota Department of Natural Resources. Gerardy explained that the City needed a water conservation plan and that a new plan was required every ten years. Member Burns made a motion to adopt the water supply plan; Member Schroeder seconded the motion. All members present voted in favor of the motion, and the water supply plan was adopted.

b. Staff training requests: Gerardy asked Council to approve training for Craig Nelson, a member of the City's Water Department. The first was a two-day course to become a certified pool operator; the cost of the course was \$275, plus lodging. The second was a three-day course on water and wastewater; the cost was \$225, plus lodging. The third was a three-day course on wastewater operations; the cost was \$300, plus lodging. City Accountant Stephanie Mann informed the Council that funds for training were included in the budget for the Water Department. Member Burns made a motion to approve the training requests; Member Schroeder seconded the motion. All members present voted in favor of the motion, and the training requests were approved.

CITY ACCOUNTANT:

a. Actuarial service for GASB 67/68 compliance: Mann explained that the City needed the assistance of an actuarial service to comply with the GASB 67/68 requirements for auditing. Mann obtained several quotes, and they were in the same range (i.e., \$1,700-\$2500). The members discussed whether the City or the Caledonia Volunteer Fire Department Relief Association (CVFDRA) was responsible for the cost. Member Fisch made motion to authorize Mann and Swann to proceed with selecting an appropriate actuarial service not to exceed \$2,500.00; Member Burns seconded the motion. All members present voted in favor, and the motion was passed.

b. Ambulance and enterprise budgets: The Council reviewed the 2016 budget for the City's enterprise funds. Mayor Gran asked Mann several questions about the budget, including when the actual numbers for 2015 would be available. Mayor Gran questioned including changes in the fair market value of investments in the revenues for the Light Department and indicated the City should talk with the City's auditors about removing this item. Mann indicated that the pre-audit numbers would be available by the second meeting of February (i.e., Feb. 22, 2016).

The members discussed the process for collecting payment from the townships for the ambulance service and told Mann that the City needed to send a letter to the townships informing the townships what they would be expected to pay per capita next year for ambulance service so the townships could set their levies.

c. City's share of health insurance premiums for former officer injured in the line of duty: The Council discussed the City's share of health premiums for a former police officer receiving line of duty benefits. Mayor Gran moved to pay 80% of the former officer's premiums for a comparable plan; Member Burns seconded the motion. All members present voted in favor, and the motion was passed.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

a. Auditorium key request for Steve and Joanne Scholdt: Council discussed a request from Steve and Joanne Scholdt for a key to the City Auditorium so they could walk and access bingo items stored there by the American Legion. Mayor Gran moved to approve the key request; Member Fisch seconded the motion. Mayor Gran and Members Fisch, Lemke, and Schroeder voted in favor of the motion; Member Burns voted against the motion. The motion to approve the auditorium key request passed.

b. Online training for election judges: Council discussed a request from the Houston County auditor to pay the \$10 fee for each election judge that wants to complete his/her training online rather than through the in-person training. Swann reported that the in-person training would still be offered by the Houston County auditor. The Council had several questions about the online training that it wanted answered before making a decision. No action was taken by the Council.

c. CEDA consultant: Council discussed a request from the Caledonia Economic Development Authority to contract for a CEDA consultant to work on behalf of the City one day a week. Member Burns, a member of the Caledonia EDA, provided the Council with some of the pros and cons of the proposal. Member Fisch questioned the cost, which Mayor Gran estimated would be \$55 per hour. Several members expressed doubts about whether the benefits outweighed the costs. Mayor

Gran preferred to continue with the current arrangement where the City would get help from CEDA if it was needed. No action was taken by the Council.

d. Compensation for assistant library director: Council discussed whether Assistant Library Director Karen Gran's salary should be increased to \$13.10 (or more) because she was experienced and was helping the new library director with the transition. Member Burns moved to increase Gran's salary to \$13.10 retroactive to January 1, 2016; Member Fisch seconded the motion. Members Burns, Fisch, Lemke, and Schroeder all voted in favor the motion. Mayor Gran abstained from voting because the assistant library director was his mother. The motion to increase Karen Gran's salary to \$13.10 retroactive to January 1, 2016 was approved.

e. USAquatics: Council reviewed an invoice from USAquatics for \$7,800, which included unbilled charges for the bid letting in September 2015 and revising the plans for the proposed Aquatic Center. Mayor Gran noted that it was the same invoice that the Council had discussed with USAquatics at the special meeting on January 20, 2016. No action was taken by the Council.

f. Overtime report: Employee time sheets were reviewed.

g. Police schedule: Council discussed the police chief's progress in preparing a revised schedule that would reduce monthly police hours.

h. Meal reimbursement for training: Council discussed reimbursing Nathan Becker (an employee in the Light Department) for meals he paid for while attending two weeks of training. Becker did not keep copies of his meal receipts because he had recently been hired and was not aware of the City's policy for meal reimbursements. Member Fisch moved to reimburse Becker \$200 for meal expenses during the two weeks; Mayor Gran seconded the motion. All members present voted in favor of the motion, and the motion was passed.

ANNOUNCEMENTS: The next regular meeting will be on Monday, February 8, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Lemke, seconded by Member Burns. All members present voted in favor, and the motion was declared carried to adjourn at 8:00 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk/Administrator